



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON-ROCK ISLAND ARSENAL
1 ROCK ISLAND ARSENAL
ROCK ISLAND, ILLINOIS 61299-5000**

REPLY TO
ATTENTION OF:

IMNE-RIA-ZA

SEP 21 2010

**MEMORANDUM FOR All Employees; HQ ASC, JMC, USAG-RIA, TACOM-RI, JMTC,
and Tenant Activities**

**SUBJECT: US Army Garrison-Rock Island Arsenal (USAG-RIA) Real Property
Projects--Policy Memo #A-07**

1. **Applicability and Effective Date:** This policy statement is applicable to all USAG-RIA directorates, offices, contractors, and tenant organizations for construction or repair projects on the installation, and is effective immediately.

2. **References:**

- a. Public Law 104-113, *National Technology Transfer and Advancement Act of 1995*, requires Federal use of private sector and industry consensus standards.
- b. AR 420-1, 12 Feb 08, *Army Facilities Management*

3. **Policy:**

a. The USAG-RIA Directorate of Public Works (DPW) is responsible for construction, maintenance, repair, and accountability of real property. In keeping with these responsibilities they are my agents to ensure real property facilities are properly constructed, altered, modified, and repaired.

b. All construction, maintenance, and repair of buildings, structures, and other real property facilities and components shall comply with Federal and State of Illinois laws and regulations, Army regulations, and Unified Facilities Criteria (UFC), the RIA Installation Design Guide, and RIA Master Specifications.

c. In order to ensure code compliance, all real property activities on the USAG-RIA will first be reviewed and approved by the DPW. For work outside the purview of the DPW organization, the DPW will issue a construction permit documenting the plans as approved.

d. Contact the DPW for any activities not conforming or complying with this policy. They will help process waivers, staff the action for necessary approvals and provide additional direction. Identify these issues early in the process to allow ample time to resolve issues.

4. **Construction Codes**

- a. There are numerous and various codes relevant to different types of activities. The designer is responsible for determining and applying the correct and most recent codes. In the event of conflicts between different codes, comply with the most restrictive requirement.
- b. Most codes, rules, and regulations can be found on the internet. The list of UFC is at: http://65.204.17.188/report/doc_ufc.html or at: http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4
Army regulations and publications are at: www.army.mil/usapa/
State and federal regulations can normally be found at respective organizational sites. Since internet addresses may change, the DPW will assist in locating codes and regulations upon request. Contact the DPW Engineering Division for most recent copies of the Installation Design Guide and Master Specifications.

5. Submittals:

- a. Preconstruction submittals: Prior to any construction project, submit to the DPW complete plans, specifications, and any other documentation as required by applicable codes, regulations, UFC, etc. The primary detail plans shall be drawn to a scale not less than 1/8"=1'-0". Reference plans can be drawn smaller. Also submit computer media with drawings formatted for viewing with Adobe Acrobat. Construction shall not begin without approval by the DPW Engineering Division.
- b. Construction submittals: The project engineer/architect and designer are responsible for determining what submittals are required during construction. During the course of construction, the contractor shall provide submittals (shop drawings, product data used in the construction, samples, etc.) to the DPW. No changes to the project can be made during construction without resubmittal. The DPW will indicate concurrence or non-concurrence based on their review and provide comments for any non-concurrence.
- c. Construction drawings: The contractor shall maintain a separate set of full-scale drawings marked-up to fully indicate as-built conditions. These drawings should be kept current and available for review by DPW personnel at all times. All variations from the contract drawings occasioned by optional materials and those required for coordination between trades shall be indicated. Show model, brand names, and specific location dimension of proprietary items.
- d. Post construction: At the completion of the project submit a paper copy and 1 set of Mylar copies of the final updated (as-built) drawings to the DPW Engineering Division. Submit a paper copy and an electronic Microsoft Word version of the specifications. Also submit an electronic version of the final drawings in the Bentley Microstation version currently used by DPW. The electronic version is to comply with the current drafting standards used by DPW.
- e. Warranties: For systems, equipment, and materials installed as real property, submit to the DPW a 1-year contractor's warranty. The DPW should also receive full warranty of all items having a normal manufacturer's warranty period beyond 1 year. All warranties shall be transferable to USAG-RIA. The warranty period shall

begin on the day of Final Completion, defined as the day all punch list items are completed; all warranties, operation and maintenance manuals and project record documents are submitted and approved by DPW; and the user can take possession and use for the intended design purpose. This time is jointly agreed upon by the Contractor, project proponent, and the DPW.

- f. DD Form 1354 Transfer and Acceptance of Military Real Property: The DPW Master Planning Division should receive a DD Form 1354, with all supporting documentation, within 60 days of project completion. Instructions for completing DD Form 1354 are outlined in UFC 1-300-08. If all contract costs are not available within 60 days, an interim DD1354 should be provided followed by a final DD Form 1354 with complete contract costs.

6. The proponent for this policy is Gary Badtram, Chief, Engineering Division, Directorate of Public Works, IMNE-RIA-PWF, 309-782-3456, Email gary.l.badtram@us.army.mil.



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